

**KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

TEL:+254 0716135171/0723683150

P.O Box 1957-10101, KARATINA

INTERNAL MEMO

FROM: Registrar (AA)

DATE: 16th February 2026

TO: Y1 and Post Graduate Students (2025/2026 AY)

REF: KarU/Rg. AA/1/Vol.11

RE: REGISTRATION OF COURSES IN THE ERP SYSTEM-Y1 AND POST GRADUATE STUDENTS

In reference to the communication KarU/Rg. AA/1/Vol.11 dated **2nd February 2026**, students were expected to clear their fees balances and subsequently register for courses in the ERP system by **Monday, 2nd February 2026**. Students with outstanding fees balances were required to defer their studies.

It has been noted that some students cleared their fees balances but did not manage to register for courses in the ERP system and consequently print their examination cards before the lapse of the deadline.

This is therefore to inform First Year and Post Graduate students that the ERP system will be active starting **today, Monday, 16th February 2026 to Monday, 23rd February 2026** to allow course registration.

Kindly note that **no student will be allowed access to the examination venue without a valid examination card.**

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)

Cc: Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (PFA)
Ag. Registrar (P&A)
Ag. Finance Officer
Deans of Schools
Dean of Students
Director ICT
Heads of Departments
Schools Administrative Assistants